

FOOD VENDOR APPLICATION
(TAKE OUT ONLY – NO SEATING)

The application is to be filed with the Board of Selectmen. It is then sent to the Health, Building, and Police Departments for reports. Processing of application takes approximately three (3) weeks. The Board of Selectmen hears licenses on the 3rd Tuesday of each month.

Once all departmental reports are received a date will be set for the consideration of the application before the Board of Selectmen. Town Meeting members and abutters of the location to be licensed will be notified by the Selectmen's Office seven (7) days before the hearing date.

If any changes are to be made to the premises or if this is a new Food Vendor license, three sets of plans must be submitted with the application. (One 8 ½ x 11, if possible) If you have questions regarding the details that should be in the plans, please contact the Building (617) 730-2100 and Health Department (617) 730-2300.

If the applicant is incorporated, please submit a copy of the Articles of Organization and fill out the attached Vote of the Corporation.

A Litter Letter is required by all applicants. A sample is attached.

Each person listed on the front of the application must complete the attached Interview Form and submit three (3) letters of reference.

If you have any questions, please contact the Selectmen's Office at (617) 730-2200.

TOWN OF BROOKLINE
OFFICE OF SELECTMEN

FOOD VENDOR APPLICATION
(TAKE OUT ONLY – NO SEATING)

DATE: _____

LOCATION: _____

APPLICANT: _____

D/B/A: _____

BUSINESS PHONE# _____

INDIVIDUAL OWNER, PARTNER, OR CORPORATE PRES.

ADDRESS PHONE# CELL #

INDIVIDUAL OWNER, PARTNER, OR CORPORATE PRES.

ADDRESS PHONE# CELL #

INDIVIDUAL OWNER, PARTNER, OR CORPORATE PRES.

ADDRESS PHONE# CELL #

HOURS OF OPERATION: _____

FLOOR SPACE: _____

PARKING # OF SPACES, IF ANY: _____

COOKING FACILITIES: _____

TYPE OF FOOD GENERALLY SOLD: _____

WILL YOU BE OFFERING CATERING SERVICES? _____

LIST OTHER FOOD BUSINESS EXPERIENCE _____

APPLICANT(S) SIGNATURE:

INDIVIDUAL OWNER, PARTNER, OR CORPORATE PRES.

INDIVIDUAL OWNER, PARTNER, OR CORPORATE PRES.

INDIVIDUAL OWNER, PARTNER, OR CORPORATE PRES.

At a meeting of the Board of Directors of

held at _____ on _____

it was duly voted that the Corporation apply to the Licensing Board for the
Town of Brookline for a _____
for the year _____ to be exercised on the premises located at _____

"VOTED: To authorize _____ to sign
the application for the license in the name of _____
_____ and to execute in its behalf any
necessary papers, and to do all things required relative to the granting of
the license."

This Corporation has _____ been dissolved.

A TRUE COPY

ATTEST _____

CLERK

LITTER LETTER

FOR FOOD VENDORS AND COMMON VICTUALLER LICENSES

According to the Town of Brookline Bylaws, Article XXXV, Section 7.

"No license shall be issued under this Article until the applicant submits a plan acceptable to the Licensing Authority that establishes procedures and requirements for the control and elimination of litter. The plan must set forth requirements for the pick-up and disposal of litter resulting from or generated by the sale of food under the license."

The following is an EXAMPLE of a plan that would be acceptable to the Licensing Authority

- (a) that it will provide, install and maintain two litter receptacles, or as many as the Board of Selectmen may require outside its store.

Depending on the suitability thereof, the receptacles will be either attached to free standing poles in front of the store location or will be trash barrels, lined with a plastic line, which barrels will be placed outside the entry way of each store;

- (b) each store will have a trash barrel located inside the store so that litter may be deposited therein and a conspicuous sign will be placed near the check out instructing people to use the litter containers;
- (c) each store manager will be instructed and required to inspect the trash containers at least twice a day and more often if conditions warrant and to empty said containers as required;

- (d) each store manager will be instructed and required to inspect and sweep the outside area of each store--this includes the sidewalk and gutters and to sweep and pick up any and all trash and litter as conditions require;
- (e) all litter, from whatever source collected, will be bagged and placed into the trash that is normally associated with the stores' regular business activities and removed on a regular basis by a commercial trash collector;
- (f) all dumpsters shall be kept closed and secured with a lock device to insure that they shall remain closed when not in use.

LICENSE INTERVIEW FORM

TYPE OF LICENSE APPLYING FOR: _____

NAME: _____

HOME ADDRESS: _____

TELEPHONE: _____

PLACE OF BIRTH: _____ DATE OF BIRTH: _____

ARE YOU A CITIZEN: YES _____ NO _____ ALIEN CARD # _____

FATHER'S NAME: _____ MOTHER'S MAIDEN NAME _____

VETERAN: YES _____ NO _____

RESIDENCES: (DATE AND PLACE)

1.

2.

3.

4.

EDUCATION: (DATE AND PLACE)

1.

2.

3.

4.

EMPLOYMENT: (DATE, PLACE, POSITION)

1.

2.

3.

4.

PLEASE SUBMIT THIS FORM WITH THREE LETTERS OF REFERENCE.

SIGNATURE: _____ DATE: _____

I certify under the penalties of perjury that I, to my best knowledge and belief, have filed all state tax returns and paid all state taxes as required under law.

* Signature of Individual

By: Corporate Officer

** Social Security # Voluntary
or Federal Identification Number

* This license will not be issued unless this certification clause is signed by the applicant.

** Your social security number will be furnished to the Massachusetts Department of Revenue to determine whether you have met tax filing or tax payment obligations. Licensees who fail to correct their non-filing or delinquency will be subject to license suspension or revocation. This request is made under the authority of Massachusetts General Law, Chapter 62C, Section 49A.

STEPS FOR COMPLETING THE DESIGN REVIEW PROCESS FOR SIGNS

A. Inquiry

Come to Town's Building and Planning Departments to acquaint yourself with applicable building codes, sign regulations, design guidelines and review procedures. Booklets on the design of signs and guidelines for using neon and logos are available in the Planning and Building Departments.

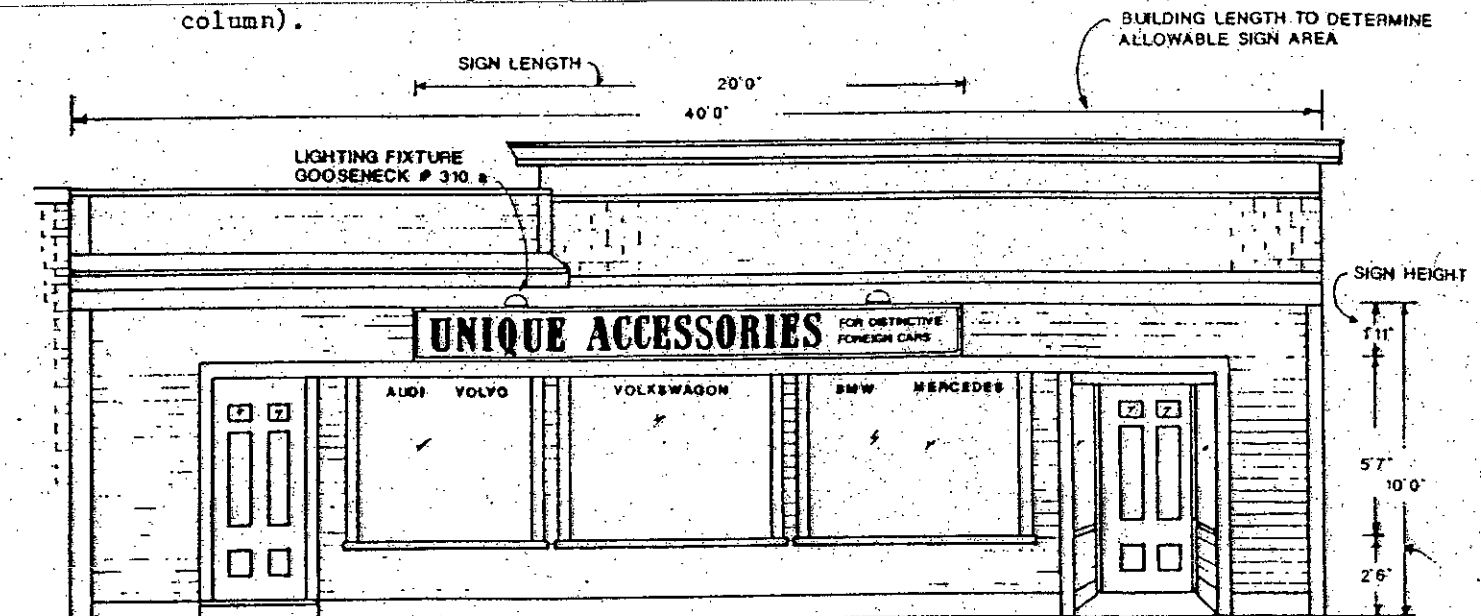
B. Design

With the above advice in mind, design your proposal. The Planning staff can assist you if necessary.

C. Application to the Building Department

Requirements are:

- 1 Application including name, address and phone number where you can be reached during the day. Please include the owner's name, address and phone number if you are the contractor.
- 2 Payment of Fee
- 3 Three (3) copies of measured and dimensioned drawings of building elevation at 1/4" = 1' 0" scale showing existing building with sign located on it as shown. Please include dimensions to the top of the sign and the frontage on the street. (If your storefront shares a column with the adjoining store, measure to the middle of the column).



THE PURPOSE OF THIS DRAWING IS TO SHOW HOW THE SIGN WILL
LOOK ON THE FACADE AND SHOW IMPORTANT DIMENSIONS.

HEIGHT TO
TOP OF SIGN